

**MAYOR**  
**101**

**DEPARTMENT:** Mayor

**PROGRAM MANAGER:** Mayor (administered by Director of Administration)

**PROGRAM DESCRIPTION:**

The Mayor is the Chief Executive Officer of the City, responsible for ensuring that all City ordinances and State laws are observed and enforced, and that all City officers, boards and commissions properly discharge their duties. The Mayor nominates to Council the appointment of certain City employees, board and commission members, and is chairman of the Plan Commission and the Community Development Authority. The Mayor presides at the meetings of the Common Council voting only in cases relating to tie votes. The Mayor is elected for a three-year term of office, with the current term expiring April 2005.

City Ordinances designate eight cabinet officers, as well as other unclassified positions within City government, that shall be appointed by the Mayor subject to the confirmation by a majority of all members of the Common Council.

**SERVICES:**

- Represent people of the City of Franklin.
- Administer City government in accordance with City Ordinances and State Statutes.
- Annually prepare a financial forecast for use in development of the City's annual budget

**STAFFING:**

1 Part-time (elected)

**BUDGET SUMMARY:**

- 1) The annual salary for the Mayor is currently established at \$16,800. In addition, the Mayor receives \$4,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 2) The 2005 Budget reflects a \$50 reduction from the 2004 Adopted Budget due to lower than anticipated Office Supply needs.

CITY OF FRANKLIN 2004 BUDGET		2002	2003	2004	2004	2004	2005	2005	2005	2005	Percent
		Actual	Actual	Adopted	Amended	Estimate	Forecast	Dept/Request	Request	Adopted	Change
<b>GENERAL FUND EXPENDITURES</b>											
<b>MAYOR</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-PT	01.101.0000.5113	15,960	16,800	16,800	16,800	16,800	16,800	16,800	16,800	16,800	
FICA	01.101.0000.5151	1,588	1,652	1,652	1,652	1,652	1,652	1,652	1,652	1,652	
Sub-total		17,548	18,452	18,452	18,452	18,452	18,452	18,452	18,452	18,452	0.0%
Percent of Department Total		78.0%	79.4%	77.4%	77.4%	77.4%	77.4%	77.5%	77.5%	77.5%	
<b>CONTRACTUAL SERVICES</b>											
LEGAL SERVICES	01.101.0000.5212	0	0	0	0	0	0	0	0	0	
Sub-total		0	0	0	0	0	0	0	0	0	0.0%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.101.0000.5312	0	0	150	150	150	150	100	100	100	
PRINTING	01.101.0000.5313	0	0	50	50	50	50	50	50	50	
Sub-total		0	0	200	200	200	200	150	150	150	-25.0%
<b>SERVICES AND CHARGES</b>											
SUBSCRIPTIONS	01.101.0000.5422	0	0	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.101.0000.5425	0	0	0	0	0	0	0	0	0	
MILEAGE	01.101.0000.5432	4,850	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	
Sub-total		4,850	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	0.0%
<b>CONTRIBUTIONS AND AWARDS</b>											
EMPLOYEE AWARDS	01.101.0000.5726	111	0	400	400	400	400	400	400	400	
<b>GRAND TOTAL MAYOR</b>											
		22,509	23,252	23,852	23,852	23,852	23,852	23,802	23,802	23,802	-0.2%

## **ALDERMEN**

102

**DEPARTMENT:** Aldermen

**PROGRAM MANAGERS:** Aldermen (administered by Director of Administration)

### **PROGRAM DESCRIPTION:**

The Common Council is the legislative branch of City government. Its primary purpose is the passage of laws, ordinances and policies, establishment of pay ranges for city employees and official management of the city's financial affairs; its budget, its revenues and the raising of funds for the operation of the city. The Common Council is comprised of the Mayor and six members representing the six Aldermanic Districts, serving three-year overlapping terms effective for those elected in April 2001 and after.

Boards and Commissions of the City serve primarily in an advisory role to the Mayor and Common Council in developing policies and managing the affairs of the City to best serve its citizens. Boards and commissions allow for additional citizen input beyond that of the elected officials. Certain boards and commissions are required under Wisconsin statutes (e.g., the Board of Public Works and Plan Commission); others have been established to oversee certain activities (e.g., Civic Celebrations Commission). The City is served by the following Boards and Commissions:

Architectural Board	Fair Commission
Board of Health	Finance Committee
Board of Review	Library Board
Board of Public Works	License Committee
Board of Water Commissioners	Parks Commission
Board of Zoning and Building Appeals	Personnel Committee
Civic Celebrations Commission	Plan Commission
Community Development Authority	Police and Fire Commission
Economic Development Commission	Technology Commission
Environmental Commission	

Certain boards and commissions oversee programs with their own budget or fund (such as the Community Development Authority, Economic Development Commission, Civic Celebrations Commission, Library Board, and Board of Water Commissioners). The cost of supporting the remaining boards and commissions is included in the Alderman program budget.

### **SERVICES:**

- Represent people of the City of Franklin.
  - Adopt ordinances and resolutions, levy taxes and appropriate monies for the operation of the City.
- Adopt and review policies to meet needs of the City and its citizens.

## STAFFING:

6 Part-time (elected)

Board and commission members are volunteers

## ACTIVITY MEASURES:

Activity	2000	2001	2002	2003	2004*	2005*
Ordinance passed	40	62	45	35	55	45
Resolutions passed	172	194	148	147	175	160
Common Council meeting hours	71	110	110	103	95	85

\* Forecast

## BUDGET SUMMARY:

- 1) The annual salary for Aldermen is currently established at \$7,200. In addition, Aldermen also receive \$1,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 2) The appropriation for Conferences and Schools is established at \$1,500. Utilization of these funds requires Common Council approval.

CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>ALDERMEN</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-FT	01.102.0000.5113	41,100	42,300	43,200	43,200	43,200	43,200	43,200	43,200	43,200	
FICA	01.102.0000.5151	3,959	4,045	4,131	4,131	4,131	4,131	4,131	4,131	4,131	
Sub-total		45,059	46,345	47,331	47,331	47,331	47,331	47,331	47,331	47,331	0.0%
Percent of Department Total		77.0%	80.0%	78.6%	78.6%	78.6%	78.5%	77.1%	77.1%	77.1%	
<b>CONTRACTUAL SERVICES</b>											
LEGAL SERVICES	01.102.0000.5212	0	0	0	0	0	0	0	0	0	
OTHER PROFESSIONAL SERVICES	01.102.0000.5219	1,916	316	1,000	1,000	1,000	1,030	1,000	1,000	1,000	
SUNDRY CONTRACTORS	01.102.0000.5299	0	0	0	0	0	0	0	0	0	
Sub-total		1,916	316	1,000	1,000	1,000	1,030	1,000	1,000	1,000	0.0%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.102.0000.5312	144	262	200	200	200	200	200	200	200	
PRINTING	01.102.0000.5313	356	180	400	400	400	400	300	300	300	
Sub-total		499	442	600	600	600	600	500	500	500	-16.7%
<b>SERVICES AND CHARGES</b>											
OFFICIAL NOTICES/ADVERTISING	01.102.0000.5421	26	0	500	500	500	500	250	250	250	
MEMBERSHIPS	01.102.0000.5424	0	0	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.102.0000.5425	163	150	0	0	0	0	1,500	1,500	1,500	
MILEAGE	01.102.0000.5432	10,709	10,575	10,800	10,800	10,800	10,800	10,800	10,800	10,800	
Sub-total		10,898	10,725	11,300	11,300	11,300	11,300	12,550	12,550	12,550	11.1%
<b>CONTRIBUTIONS AND AWARDS</b>											
LEGISLATIVE CONTRIBUTIONS	01.102.0000.5722	0	0	0	0	0	0	0	0	0	
EMPLOYEE AWARDS	01.102.0000.5726	0	29	0	0	0	0	0	0	0	
VOLUNTEER RECOGNITION	01.102.0000.5734	127	102	0	0	0	0	0	0	0	
Sub-total		127	131	0	0	0	0	0	0	0	
<b>GRAND TOTAL ALDERMEN</b>		<b>58,499</b>	<b>57,959</b>	<b>60,231</b>	<b>60,231</b>	<b>60,231</b>	<b>60,261</b>	<b>61,381</b>	<b>61,381</b>	<b>61,381</b>	<b>1.9%</b>

**MUNICIPAL COURT**  
**121**

**DEPARTMENT:** Municipal Court

**PROGRAM MANAGER:** Municipal Judge

**PROGRAM DESCRIPTION:**

The Municipal Court has jurisdiction over local ordinance and traffic citations issued in the City. The Court is presided over by a Municipal Judge, elected every three years. The Judge is required by Local Ordinance to be a licensed attorney. The cost of the court clerk for the weekly trial and pleading sessions is also included in this program. The Police Department provides administrative services for the Court which are accounted for in a separate program. The City's interests at trial are represented by the City Attorney's office are also accounted for in a separate program. Also included in this program is the cost of boarding prisoners.

**SERVICES:**

Presides over Municipal Court, adjudicating violations of municipal ordinances and traffic citations and imposing forfeitures where provided by law.  
Provides for the boarding of Prisoners

**STAFFING:**

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
<b>Municipal Judge</b> (part-time, elected)	<b>0.10</b>	<b>0.12</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>
<b>Court Clerk</b> (part-time)	<b>0.20</b>	<b>0.25</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>	<b>0.50</b>
<b>Total</b>	<b>0.30</b>	<b>0.37</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.65</b>

**ACTIVITY MEASURES:**

Activity	2000	2001	2002	2003	2004*	2005*
Municipal court cases	<b>9,889</b>	<b>10,075</b>	<b>9,347</b>	<b>8,108</b>	<b>9,000</b>	<b>9,500</b>

\* Forecast

**BUDGET SUMMARY:**

Two daytime and four nighttime court sessions per month are held

CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>MUNICIPAL COURT</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-PT	01.121.0000.5113	30,463	34,103	34,086	34,086	33,458	33,832	35,258	35,258	35,258	
FICA	01.121.0000.5151	2,248	2,494	2,608	2,608	2,560	2,588	2,697	2,697	2,697	
RETIREMENT	01.121.0000.5152	0	0	0	0	0		1,426	1,426	1,426	
GROUP HEALTH & DENTAL	01.121.0000.5154	0	0	0	0	0		3,195	3,195	3,195	
LIFE INSURANCE	01.121.0000.5155	0	0	0	0	0		32	32	32	
Sub-total		32,711	36,597	36,694	36,694	36,018	36,420	42,608	42,608	42,608	16.1%
Percent of Department Total		58.9%	45.2%	62.2%	62.2%	61.8%	61.4%	48.1%	56.0%	56.0%	
<b>CONTRACTUAL SERVICES</b>											
OTHER PROFESSIONAL SERVICES	01.121.0000.5219	420	290	500	500	500	515	500	500	500	
PRISONER BOARDING	01.121.0000.5294	20,756	42,382	20,000	20,000	20,000	20,600	40,000	30,000	30,000	
COLLECTION SERVICES	01.121.0000.5298		144	0	0	0		2500	0	0	
Sub-total		21,176	42,816	20,500	20,500	20,500	21,115	43,000	30,500	30,500	48.8%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.121.0000.5312	230	313	300	300	300	300	300	300	300	
PRINTING	01.121.0000.5313	392	299	350	350	350	350	350	350	350	
Sub-total		622	612	650	650	650	650	650	650	650	0.0%
<b>SERVICES AND CHARGES</b>											
SUBSCRIPTIONS	01.121.0000.5422	0	0	0	0	0	0	100	100	100	
MEMBERSHIPS	01.121.0000.5424	100	137	150	150	150	150	150	150	150	
CONFERENCES AND SCHOOLS	01.121.0000.5425	789	613	800	800	800	800	800	800	800	
JURY/WITNESS FEES	01.121.0000.5429	147	234	200	200	200	206	300	300	300	
Sub-total		1,036	984	1,150	1,150	1,150	1,156	1,350	1,350	1,350	17.4%
<b>TOTAL GENERAL FUND</b>		<b>55,545</b>	<b>81,009</b>	<b>58,994</b>	<b>58,994</b>	<b>58,318</b>	<b>59,341</b>	<b>87,608</b>	<b>75,108</b>	<b>75,108</b>	<b>27.3%</b>
<b>CAPITAL OUTLAY FUND</b>											
COMPUTER EQUIPMENT	41.121.0000.5841		0	0	0	0	0	1,000	1,000	1,000	
SOFTWARE	41.121.0000.5843	0	0	0	0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
<b>GRAND TOTAL MUNICIPAL COURT</b>		<b>55,545</b>	<b>81,009</b>	<b>58,994</b>	<b>58,994</b>	<b>58,318</b>	<b>59,341</b>	<b>88,608</b>	<b>76,108</b>	<b>76,108</b>	<b>29.0%</b>
<b>Less Program Revenue:</b>											
Penalties & Forfeitures @ 12%		-49,785	-43,517	-54,000	-54,000	-49,440	-54,000	-54,000	-54,000	-54,000	
<b>Net Municipal Court Related Costs</b>		<b>5,760</b>	<b>37,492</b>	<b>4,994</b>	<b>4,994</b>	<b>8,878</b>	<b>5,341</b>	<b>34,608</b>	<b>22,108</b>	<b>22,108</b>	

## **CITY CLERK/ELECTIONS**

### **141, 142**

**DEPARTMENT:** City Clerk

**PROGRAM MANAGER:** City Clerk

#### **PROGRAM DESCRIPTION:**

The City Clerk is the legal custodian of the city's official records, responsible for the administration of elections, complaint handling, legal notification to the public, the issuance of licenses and permits, and the preparation of the official minutes. The Clerk's Office provides administrative support to the mayor, common council, various boards, commissions and committees, and responds to informational requests from the general public. In addition, the Clerk's office is responsible for the Elections budget.

The Elections budget provides funding for the operation of local, school, state, and federal elections in the City of Franklin. All election records and voter files are maintained and all elections are conducted through the Office of the City Clerk.

#### **SERVICES:**

- Prepare and review Common Council agenda.
- Attend all Council meetings; Board and Commission meetings as necessary.
- Maintain custody of city's official records, providing access to and responding to public records requests.
- Prepare, distribute and process resolutions, ordinances, proclamations, agendas and minutes for meetings of the Common Council and various city boards, commissions and committees, including ad hoc groups.
- Complaint handling
- Index Council minutes, resolutions and ordinances.
- Codify approved ordinances.
- Administer oaths of office and certify official documents.
- Issue permits and licenses, as required by local and state laws.
- Oversee City records management and retention program.
- Administer elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, and election inspector training.
- Coordinate, prepare and distribute city directory and monthly calendar.

## STAFFING:

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Administration Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Typist	.50	.50	.50	.50	.50	.50
Total	3.50	3.50	3.50	3.50	3.50	3.50

## ACTIVITY MEASURES:

Activity	2000	2001	2002	2003	2004*	2005*
Liquor licenses	<b>**71</b>	<b>**70</b>	<b>47</b>	<b>53</b>	<b>45</b>	<b>47</b>
Bartenders licenses	<b>290</b>	<b>304</b>	<b>360</b>	<b>334</b>	<b>300</b>	<b>300</b>
Peddler permits	<b>251</b>	<b>250</b>	<b>262</b>	<b>218</b>	<b>200</b>	<b>225</b>
Property status reports	<b>280</b>	<b>246</b>	<b>243</b>	<b>178</b>	<b>175</b>	<b>200</b>
Registered voters	<b>16,076</b>	<b>17,836</b>	<b>18,194</b>	<b>19,929</b>	<b>19,160</b>	<b>24,000</b>
Elections held	<b>4</b>	<b>2</b>	<b>8</b>	<b>3</b>	<b>4</b>	<b>2</b>
Other licenses	<b>807</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>

\*\*Includes temporary one-day beer/wine licenses issued

## BUDGET SUMMARY:

1) Elections decrease in funding is due to 2 elections scheduled in 2005.

2) Capital Outlay:

Computer Equipment \$5,450.00

As a requirement of the Help America Vote Act of 2002 (HAVA), the State of Wisconsin must have a Statewide Voter Registration System (SVRS) in operation by January 1, 2006, which will replace the City's current voter registration program. The Wisconsin State Elections Board has received federal funding for software, implementation, and various components of the project; however, each municipality must provide basic hardware and connectivity (which will be supported by our current high speed internet connection). [The City Clerk serves as the State municipal representative on the State Plan Committee, SVRS Steering Committee, SVRS Standards Board, SVRS Evaluation Team for the Request for Proposal, and also serves as the State appointed representative on the U.S. Election Assistance Commission Standards Board. This information is provided for the purpose of advising that this minimal budget request will cover compliance on the City's part and will provide complete and necessary (also mandated) access to the Statewide Voter Registration System.

Two computer workstations (2 @ \$1,500)	\$3,000.00
Optical scanner	750.00
Bar code reader	700.00
Printer	<u>1,000.00</u>
Total	\$5,450.00



CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>CITY CLERK</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-T	01.141.0000.5111	126,676	129,689	138,926	138,926	138,783	143,521	143,521	143,521	143,521	
SALARIES-PT	01.141.0000.5113	12,124	14,363	15,592	15,592	15,592	16,043	16,043	16,043	16,043	
SALARIES-JT	01.141.0000.5117	391	898	1,075	1,075	1,075	1,075	1,075	1,075	1,075	
COMPTIME TAKEN	01.141.0000.5118	182	0	150	150	150	150	150	150	150	
LONGEVITY	01.141.0000.5133	507	483	624	624	624	749	749	749	749	
FICA	01.141.0000.5151	10,554	10,999	11,962	11,962	11,951	12,358	12,358	12,358	12,358	
RETIREMENT	01.141.0000.5152	13,611	13,112	15,637	15,637	15,622	16,154	16,154	16,154	16,154	
GROUP HEALTH & DENTAL	01.141.0000.5154	22,336	24,498	30,267	30,267	30,494	35,681	35,681	35,681	35,681	
LIFE INSURANCE	01.141.0000.5155	684	751	876	876	799	812	812	812	812	
Allocated payroll cost	01.141.0000.5199	-9,000	-9,400	-9,500	-9,500	-9,500	-9,900	-9,900	-9,900	-9,900	
Sub-total		178,065	185,393	205,609	205,609	205,590	216,643	216,643	216,643	216,643	5.4%
Percent of Department Total		85.6%	86.7%	87.8%	87.8%	87.8%	88.2%	88.5%	88.5%	88.5%	
<b>CONTRACTUAL SERVICES</b>											
FILING FEES	01.141.0000.5223	1,031	1,089	1,000	1,000	1,000	1,030	1,200	1,200	1,200	
EQUIPMENT MAINTENANCE	01.141.0000.5242	0	0	100	100	100	103	0	0	0	
SUNDRY CONTRACTORS	01.141.0000.5299	8,790	12,782	8,000	8,000	8,000	8,240	8,000	8,000	8,000	
Sub-total		9,821	13,871	9,100	9,100	9,100	9,373	9,200	9,200	9,200	1.1%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.141.0000.5312	1,618	771	1,700	1,700	1,700	1,700	1,500	1,500	1,500	
PRINTING	01.141.0000.5313	790	57	800	800	800	800	500	500	500	
Sub-total		2,408	828	2,500	2,500	2,500	2,500	2,000	2,000	2,000	-20.0%
<b>SERVICES AND CHARGES</b>											
OFFICIAL NOTICES/ADVERTISING	01.141.0000.5421	10,602	7,393	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
SUBSCRIPTIONS	01.141.0000.5422	585	15	500	500	500	500	250	250	250	
MEMBERSHIPS	01.141.0000.5424	320	400	600	600	600	600	600	600	600	
CONFERENCES AND SCHOOLS	01.141.0000.5425	576	1,428	2,300	2,300	2,300	2,300	2,300	2,300	2,300	
MILEAGE	01.141.0000.5432	155	827	700	700	700	700	700	700	700	
BACKGROUND CHECKS	01.141.0000.5471	2,450	2,245	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
Sub-total		14,688	12,308	17,100	17,100	17,100	17,100	16,850	16,850	16,850	-1.5%
<b>TOTAL GENERAL FUND</b>		<b>204,982</b>	<b>212,400</b>	<b>234,309</b>	<b>234,309</b>	<b>234,290</b>	<b>245,616</b>	<b>244,693</b>	<b>244,693</b>	<b>244,693</b>	<b>4.4%</b>
<b>CAPITAL OUTLAY FUND</b>											
OFFICE EQUIPMENT	41.141.0000.5813	0	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.141.0000.5841	3,062	1,337	0	0	0	0	0	0	0	
SOFTWARE	41.141.0000.5843	0	0	0	0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>3,062</b>	<b>1,337</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>GRAND TOTAL CITY CLERK</b>		<b>208,044</b>	<b>213,737</b>	<b>234,309</b>	<b>234,309</b>	<b>234,290</b>	<b>245,616</b>	<b>244,693</b>	<b>244,693</b>	<b>244,693</b>	<b>4.4%</b>
<b>Less Program Revenue:</b>											
Licenses: 4201-4217		-50,872	-49,697	-46,700	-46,700	-52,130	-54,600	-46,030	-51,000	-51,000	
Licenses: 4223-4241		-17,980	-19,450	-19,250	-19,250	-17,250	-21,300	-19,300	-19,300	-19,300	
PUBLICATIONS & RECORDING	01.0000.4411	-2,143	-2,212	-6,300	-6,300	-6,300	-6,300	-6,300	-6,300	-6,300	
PROPERTY STATUS REPORTS	01.0000.4413	-7,676	-4,748	-7,000	-7,000	-7,000	-7,000	-7,000	-7,000	-7,000	
<b>Net City Clerk Related Costs</b>		<b>129,373</b>	<b>137,630</b>	<b>155,059</b>	<b>155,059</b>	<b>151,610</b>	<b>156,416</b>	<b>166,063</b>	<b>161,093</b>	<b>161,093</b>	

CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>ELECTIONS</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-FT	01.142.0000.5111	972	572	705	705	705	363	363	363	363	
SALARIES-PT	01.142.0000.5113		0	217	217	217	89	89	89	89	
SALARIES-TEMP	01.142.0000.5115	24,878	7,250	30,419	30,419	35,064	10,282	10,282	10,282	10,282	
SALARIES-OT	01.142.0000.5117	2,002	775	1,622	1,622	1,631	672	672	672	672	
LONGEVITY	01.142.0000.5133	16	4	5	5	5	3	3	3	3	
FICA	01.142.0000.5151	224	97	556	556	912	86	86	86	86	
RETIREMENT	01.142.0000.5152	366	146	292	292	299	135	135	135	135	
HEALTH INSURANCE	01.142.0000.5154	888	256	378	378	541	185	185	185	185	
LIFE INSURANCE	01.142.0000.5155	6	8	13	13	11	5	5	5	5	
Sub-total		29,352	9,108	34,207	34,207	39,385	11,820	11,820	11,820	11,820	-65.4%
Percent of Department Total		92.3%	53.0%	83.9%	83.9%	85.7%	64.1%	53.0%	53.0%	53.0%	
<b>CONTRACTUAL SERVICES</b>											
DP SERVICES	01.142.0000.5214	812	890	800	800	800	824	600	600	600	
EQUIPMENT MAINTENANCE	01.142.0000.5242	0	1,716	1,750	1,750	1,750	1,803	1,800	1,800	1,800	
Sub-total		812	2,606	2,550	2,550	2,550	2,627	2,400	2,400	2,400	-5.9%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.142.0000.5312	472	408	800	800	800	800	500	500	500	
PRINTING	01.142.0000.5313	687	1,134	2,000	2,000	2,000	2,000	1,200	1,200	1,200	
Sub-total		1,159	1,542	2,800	2,800	2,800	2,800	1,700	1,700	1,700	-39.3%
<b>SERVICES AND CHARGES</b>											
OFFICIAL NOTICES/ADVERTISING	01.142.0000.5421	386	282	500	500	500	500	250	250	250	
CONFERENCES AND SCHOOLS	01.142.0000.5425	0	62	600	600	600	600	600	600	600	
MILEAGE	01.142.0000.5432	106	101	100	100	100	100	100	100	100	
Sub-total		492	445	1,200	1,200	1,200	1,200	950	950	950	-20.8%
<b>TOTAL GENERAL FUND</b>		<b>31,815</b>	<b>13,701</b>	<b>40,757</b>	<b>40,757</b>	<b>45,935</b>	<b>18,447</b>	<b>16,870</b>	<b>16,870</b>	<b>16,870</b>	<b>-58.6%</b>
<b>CAPITAL OUTLAY FUND</b>											
OTHER CAPITAL EQUIPMENT	41.142.0000.5819	0	0	0	0	0	0	5,450	5,450	5,450	
SOFTWARE	41.142.0000.5843		3,471	0	0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>0</b>	<b>3,471</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,450</b>	<b>5,450</b>	<b>5,450</b>	<b>0.0%</b>
<b>GRAND TOTAL. ELECTIONS</b>		<b>31,815</b>	<b>17,172</b>	<b>40,757</b>	<b>40,757</b>	<b>45,935</b>	<b>18,447</b>	<b>22,320</b>	<b>22,320</b>	<b>22,320</b>	<b>-45.2%</b>
<b>Less Program Revenue:</b>											
REFUNDS & REIMB - ELECTIONS	01.0000.4782	-13,118	0	0	0	0	0	0	0	0	
<b>Net Elections Related Costs</b>		<b>18,697</b>	<b>17,172</b>	<b>40,757</b>	<b>40,757</b>	<b>45,935</b>	<b>18,447</b>	<b>22,320</b>	<b>22,320</b>	<b>22,320</b>	

## INFORMATION SERVICES

144

**DEPARTMENT:** Information Services

**PROGRAM MANAGER:** Director of Administration

### PROGRAM DESCRIPTION:

City-wide computing and telecommunication needs are administered by this program. This includes the City Hall Complex local area network, as well as the City's wide area network (WAN), which includes all fire station locations, Public Works Garage, Sewer/Water operations, Police Facility and Library.

### SERVICES:

- Maintain and grow the City WAN structure
- Perform maintenance and repair work on City-owned computing equipment
- Provide training and software support to City personnel
- Maintain and assist in development of the City's World Wide Web page
- Coordinate and monitor Internet and email access for City employees
- Maintain the City's telecommunication services and equipment

### STAFFING:

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
<b>EDP Administrator</b>	<b>1.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Total</b>	<b>1.00</b>	<b>0.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

The City's data processing function is managed by the Director of Administration through a professional services contract with an outside data processing administration and technical support firm. In addition, the Information Services budget provides for outside contracting for Geographic Information System (GIS) support services and maintenance of GIS software. The City's cost of telecommunication services and equipment (excluding the Police Department) is included in this budget.

### ACTIVITY MEASURES:

Activity	2000	2001	2002	2003	2004*	2005*
Total City computers	<b>110</b>	<b>115</b>	<b>136</b>	<b>136</b>	<b>136</b>	<b>138</b>
Software applications	<b>37</b>	<b>42</b>	<b>41</b>			
Training sessions held	<b>10</b>	<b>10</b>	<b>8</b>			

\* Forecast

## BUDGET SUMMARY:

- 1) The 2005 Adopted Budget provides for continuation of outside Information Services administration and technical support services at a cost of \$130,000. This 24 hour/day – 7days/week coverage is estimated to be less than the cost of 2 full-time, 40 hour/week staff positions to provide data processing support.
- 2) A \$51,500 appropriation is continued for GIS support services during 2005. Actual costs will be dependent upon the level of technical expertise gained by City staff through training and the level of support needed from the City's GIS project management contractor.
- 3) The 2005 Budget contains a \$75,000 appropriation for redesign, development, and enhancements to the City's web site. In addition, a \$5,000 appropriation for web hosting services is continued in 2005.
- 4) Annual software maintenance costs related to the GIS and Govern software programs result in a \$3,584 increase in this budget.
- 5) Equipment Maintenance is increased by \$13,600 reflecting the transfer of this appropriation from the Administration (Department 147) Budget for maintenance of the City's telephone system.
- 6) Capital Outlays related to software are reduced by \$7,900 to \$5,300 for the purchase of additional software licenses related to the GIS system.

CITY OF FRANKLIN		2002	2003	2004	2004	2004	2005	2005	2005	2005	Percent
2004 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Forecast	Dept/Request	Request	Adopted	Change
<b>INFORMATION SERVICES</b>											
<b>CONTRACTUAL SERVICES</b>											
DATA PROCESSING SERVICES	01.144.0000.5214	123,593	113,909	130,000	130,000	130,000	133,900	130,000	130,000	130,000	
GIS SUPPORT SERVICES	01.144.0000.5215	0	49,166	50,000	50,000	50,000	51,500	51,500	51,200	51,200	
OTHER PROFESSIONAL SERVICE	01.144.0000.5219	8,578	43	0	0	0	0	75,000	0	0	
EQUIPMENT MAINTENANCE	01.144.0000.5242	563	0	2,000	2,000	2,000	2,060	14,600	14,600	14,600	
SOFTWARE MAINTENANCE	01.144.0000.5257	18,600	25,747	29,550	29,550	29,550	30,437	33,150	33,150	33,150	
SUNDRY CONTRACTORS	01.144.0000.5299	3,121	6,902	5,000	5,000	5,000	5,150	5,000	5,000	5,000	
Sub-total		154,454	195,767	216,550	216,550	216,550	223,047	309,250	233,950	233,950	8.0%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.144.0000.5312	36	6	250	250	250	250	250	250	250	
OPERATING SUPPLIES - OTHER	01.144.0000.5329	4,575	2,827	4,500	4,500	4,500	4,500	5,500	5,500	5,500	
EQUIPMENT SUPPLIES	01.144.0000.5333	4,318	1,764	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Sub-total		8,929	4,597	7,250	7,250	7,250	7,250	8,250	8,250	8,250	13.8%
<b>SERVICES AND CHARGES</b>											
DATA COMMUNICATION SERVICES	01.144.0000.5410	9,026	33,454	13,550	13,550	13,550	13,550	12,900	12,900	12,900	
TELEPHONE	01.144.0000.5415	0	54,510	58,000	58,000	58,000	58,000	57,800	57,800	56,800	
OFFICIAL NOTICES/ADVERTISING	01.144.0000.5421	0	91	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01.144.0000.5422	30	0	0	0	0	0	0	0	0	
MEMBERSHIPS	01.144.0000.5424	0	0	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.144.0000.5425	8,621	7,825	0	0	0	0	0	0	0	
MILEAGE	01.144.0000.5432	0	0	0	0	0	0	0	0	0	
Sub-total		17,676	95,880	71,550	71,550	71,550	71,550	70,700	70,700	69,700	-2.6%
<b>TOTAL GENERAL FUND</b>		<b>181,059</b>	<b>296,244</b>	<b>295,350</b>	<b>295,350</b>	<b>295,350</b>	<b>301,847</b>	<b>388,200</b>	<b>312,900</b>	<b>311,900</b>	<b>5.6%</b>
<b>CAPITAL OUTLAY FUND</b>											
FURNITURE/FIXTURES	41.144.0000.5812	517	0	1,000	1,000	1,000	1,000	0	0	0	
COMPUTER EQUIPMENT	41.144.0000.5841	16,350	5,276	17,000	17,000	17,000	17,000	17,700	17,700	17,700	
SOFTWARE	41.144.0000.5843	15,228	19,759	13,200	13,200	13,200	13,200	5,300	5,300	5,300	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>32,095</b>	<b>25,035</b>	<b>31,200</b>	<b>31,200</b>	<b>31,200</b>	<b>31,200</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-19.9%</b>
<b>GRAND TOTAL INFORMATION SERVICES</b>		<b>213,154</b>	<b>321,279</b>	<b>326,550</b>	<b>326,550</b>	<b>326,550</b>	<b>333,047</b>	<b>413,200</b>	<b>337,900</b>	<b>336,900</b>	<b>3.2%</b>

## ADMINISTRATION

147

**DEPARTMENT:** Administration

**PROGRAM MANAGER:** Director of Administration

### PROGRAM DESCRIPTION:

The Director of Administration serves as the Chief Administrative Officer of the Municipal Corporation; leading, planning, organizing and directing the administration of the City of Franklin toward the fulfillment of goals and policies determined by the Common Council. The Director coordinates the day-to-day administrative activities of the City, introduces new methods and procedures among City departments and appraises the Mayor and Common Council on operating results. The Director has responsibility of overseeing the City's insurance program. Additionally, the Director, assisted by the Finance Officer, oversees management of financial resources and is responsible for the preparation of the annual City budget.

### SERVICES:

- Attend Common Council meetings; provide staff support and attend Board and Commission meetings as necessary.
- In conjunction with the Personnel Committee and with support from the Human Resource Coordinator, is responsible for negotiation and administration of collectively bargained labor agreements; recruitment of non-sworn personnel; authorize pay and benefit changes within policy or contract; and manage the annual evaluation of Department Heads.
- Administration of the City's liability and property insurance.
- In coordination with the Human Resource Coordinator, administer the City's workers' compensation and employee health insurance programs.
- Oversee the coordination, preparation and distribution of the City's annual budget document.
- Coordinate the development and publication of the City's newsletter.
- Represent the City in intergovernmental and legislative functions.
- Maintain and upgrade the City's web site.
- Maintain the City's information technology and voice communications systems.

### STAFFING:

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
<b>Director of Administration</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Administrative Assistant</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## BUDGET SUMMARY:

The expenditure budget for this department is decreased by \$8,276, from \$241,297 in 2004 to \$233,021 in 2005. The primary reasons for the change are as follows:

- 1) Personnel costs are increased by \$5,974 primarily due to health care cost increases.
- 2) Equipment rental costs are increased by \$600, primarily reflecting an \$240 increase in copy machine utilization related to a maintenance agreement on a new copy machine.
- 3) The Telephone System maintenance Budget of \$13,600 is transferred to the Information Systems budget (Dept. 144) in 2005.

CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>ADMINISTRATION</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-IT	01.147.0000.5111	101,437	104,990	108,153	108,153	107,813	111,407	111,407	111,407	111,407	
SALARIES-OT	01.147.0000.5117	1,926	1,452	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
COMPTIME TAKEN	01.147.0000.5118	430	585	500	500	500	500	500	500	500	
FICA	01.147.0000.5151	7,980	8,092	8,427	8,427	8,401	8,682	8,682	8,682	8,682	
RETIREMENT	01.147.0000.5152	10,379	10,703	11,015	11,015	10,981	11,349	11,349	11,349	11,349	
GROUP HEALTH & DENTAL	01.147.0000.5154	16,845	16,023	18,380	18,380	17,982	20,686	20,686	20,686	20,686	
LIFE INSURANCE	01.147.0000.5155	813	927	972	972	1,012	1,017	1,017	1,017	1,017	
Allocated payroll cost	01.147.0000.5199	-6,900	-7,200	-7,600	-7,600	-7,600	-7,900	-7,900	-7,900	-7,900	
Sub-total		132,911	135,572	141,347	141,347	140,589	147,321	147,321	147,321	147,321	4.2%
Percent of Department Total		48.2%	62.6%	58.6%	58.6%	58.4%	59.5%	63.2%	63.2%	63.2%	
<b>CONTRACTUAL SERVICES</b>											
AUTO MAINTENANCE	01.147.0000.5241	216	481	600	600	600	618	600	600	600	
EQUIPMENT MAINTENANCE	01.147.0000.5242	9,773	2,354	15,800	15,800	15,800	16,274	2,500	2,500	2,500	
SUNDRY CONTRACTORS	01.147.0000.5299	0	0	0	0	0	0	0	0	0	
Sub-total		9,990	2,835	16,400	16,400	16,400	16,892	3,100	3,100	3,100	-81.1%
<b>SUPPLIES</b>											
POSTAGE	01.147.0000.5311	40,671	41,384	40,850	40,850	40,850	40,850	40,850	40,850	40,850	
OFFICE SUPPLIES	01.147.0000.5312	278	41	500	500	500	500	500	500	500	
PRINTING	01.147.0000.5313	8,007	6,970	5,950	5,950	5,950	5,950	5,950	5,950	5,950	
TRASH BAGS	01.147.0000.5323	958	0	0	0	0	0	0	0	0	
OPERATING SUPPLIES-OTHER	01.147.0000.5329	6,326	5,189	8,500	8,500	8,500	8,500	8,500	8,500	8,500	
FUEL & LUBRICANTS	01.147.0000.5331	182	344	750	750	750	750	750	750	750	
Sub-total		56,422	53,928	56,550	56,550	56,550	56,550	56,550	56,550	56,550	0.0%
<b>SERVICES AND CHARGES</b>											
TELEPHONE	01.147.0000.5415	55,254	0	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01.147.0000.5422	204	453	400	400	400	400	400	400	400	
MEMBERSHIPS	01.147.0000.5424	8,335	8,968	9,200	9,200	9,200	9,200	9,500	9,500	9,500	
CONFERENCES AND SCHOOLS	01.147.0000.5425	1,109	1,216	850	850	850	850	1,500	1,500	1,500	
MILEAGE	01.147.0000.5432	288	22	150	150	150	150	150	150	150	
EQUIPMENT RENTAL	01.147.0000.5433	7,714	7,339	7,900	7,900	7,900	7,900	8,500	8,500	8,500	
Sub-total		72,903	18,079	18,500	18,500	18,500	18,500	20,050	20,050	20,050	8.4%
<b>TOTAL GENERAL FUND</b>		<b>272,226</b>	<b>210,414</b>	<b>232,797</b>	<b>232,797</b>	<b>232,039</b>	<b>239,263</b>	<b>227,021</b>	<b>227,021</b>	<b>227,021</b>	<b>-2.5%</b>
<b>CAPITAL OUTLAY FUND</b>											
OFFICE EQUIPMENT	41.147.0000.5813	238	404	500	500	500	500	1,000	1,000	1,000	
COMPUTER EQUIPMENT	41.147.0000.5841	1,648	1,289	4,000	4,000	4,000	4,000	4,000	4,000	4,000	
SOFTWARE	41.147.0000.5843	1,669	4,584	4,000	4,000	4,000	4,000	1,000	1,000	1,000	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>3,554</b>	<b>6,277</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>-29.4%</b>
<b>GRAND TOTAL ADMINISTRATION</b>		<b>275,780</b>	<b>216,691</b>	<b>241,297</b>	<b>241,297</b>	<b>240,539</b>	<b>247,763</b>	<b>233,021</b>	<b>233,021</b>	<b>233,021</b>	<b>-3.4%</b>

## **HUMAN RESOURCES**

148

**DEPARTMENT:** Human Resources

**PROGRAM MANAGER:** Human Resource Manager

### **PROGRAM OVERVIEW:**

The mission of the Human Resources Department is to develop and maintain a high functioning workforce through strategic, flexible, progressive, and cost effective human resources systems. The goals and objectives of the Human Resource Department are directly linked to the strategic goals established by policy makers.

The services provided by Human Resources range from analysis and recommendations regarding complex compensation and benefits issues, consultation with management and policy makers, to direct service to employees. The functional areas encompassing Human Resources are staffing, labor relations, compensation, benefits, training and development, employee records, equal employment opportunity, and human resources information systems,.

### **GOALS AND OBJECTIVES**

Major goals and objectives for 2005 are:

- 1 To significantly improve benefits delivery to employees and at the same time streamline internal administration of benefits by leveraging information technologies, including the Internet.
- 2 To identify high quality candidates for jobs through the introduction of validated pre-employment tests designed to measure specific skills and knowledge, such as software proficiency, and competencies.
- 3 To raise the awareness of the importance of health maintenance and wellness by partnering with the City's Health Department.

### **SERVICES:**

- Benefits Design and Administration
- Human Resources Information Systems
- Compensation Design and Administration
- Personnel Committee Staff
- Employee Recruitment, Testing, and Selection
- Labor Contract Negotiations
- Labor Contract Administration
- Employee Relations
- Worker's Compensation Administration
- Employment Records Management
- Training and Development
- Benefit Analysis & Recommendation
- Human Resources Policies and Procedures
- Equal Employment Opportunity
- Performance Management Systems
- Compliance

**STAFFING:**

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
<b>Human Resources Coordinator</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Human Resources Manager</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Clerk</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.25</b>	<b>.25</b>	<b>.75</b>
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.25</b>	<b>1.25</b>	<b>1.75</b>

**ACTIVITY MEASURES:**

Activity	2000	2001	2002	2003	2004*	2005*
Labor Contracts Negotiated	4	3	0	3	3	1
Worker's Comp Claims	44	50	59	48	48	54
Job Analyses Conducted & Job Description Revised	N/A	20	12	40	22	20
New Hires	N/A	24	22	20	18	22
Separations from Service	N/A	16	16	16	16	15
Turnover Rate	N/A	7.2%	7.2%	6%	6%	6.5%
Civil Service Exams Administered	N/A	N/A	371	225	200	240
Vacancies Filled	24	46	62	42	42	40

\* Forecast

**BUDGET SUMMARY:**

- 1) A \$3,061 increase in education supplies and testing is requested to purchase validated civil service pre-employment skills tests to measure the specific knowledge, skills, abilities, and competencies, including software competency, associated with administrative, professional, and technical jobs. This is related to goal number 2 above.
- 2) A \$700.00 increase in conferences and schools is requested to obtain proficiency in human resources information technologies (HRIS). This is related to goal number 1 above.



CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>HUMAN RESOURCES</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-FT	01.148.0000.5111	45,666	47,737	50,645	50,645	58,115	62,348	62,348	62,348	62,348	
SALARIES-PT	01.148.0000.5113	0	108	4,160	4,160	0	4,160	4,160	4,160	23,220	
SALARIES-TEMP	01.148.0000.5115		462			0	0	0	0	0	
SALARIES-OT	01.148.0000.5117	119	0	0	0	0	0	0	0	0	
LONGEVITY	01.148.0000.5133	162	0	0	0	0	0	0	0	84	
FICA	01.148.0000.5151	3,497	3,666	4,193	4,193	4,446	5,088	5,088	5,088	6,552	
RETIREMENT	01.148.0000.5152	4,583	4,774	5,064	5,064	4,894	6,235	6,235	6,235	8,565	
GROUP HEALTH & DENTAL	01.148.0000.5154	4,958	4,454	12,936	12,936	6,353	6,077	6,077	6,077	6,077	
LIFE INSURANCE	01.148.0000.5155	252	252	251	251	430	428	428	428	532	
Allocated payroll cost	01.148.0000.5199	-5,400	-5,600	-5,800	-5,800	-5,800	-6,000	-6,000	-6,000	-6,000	
Sub-total		53,837	55,853	71,449	71,449	68,438	78,336	78,336	78,336	101,378	41.9%
Percent of Department Total		54.8%	49.1%	55.0%	55.0%	54.0%	56.7%	55.3%	55.3%	61.6%	
<b>CONTRACTUAL SERVICES</b>											
MEDICAL SERVICES	01.148.0000.5211	4,326	2,748	4,350	4,350	4,350	4,481	3,500	3,500	3,500	
HR PROCESSING FEES	01.148.0000.5215	9,825	10,730	11,650	11,650	11,650	12,000	12,000	12,000	12,000	
OTHER PROFESSIONAL SERVICES	01.148.0000.5219	125	750	750	750	750	773	750	750	750	
LABOR ATTORNEY	01.148.0000.5252	14,178	34,048	23,250	23,250	23,250	23,948	23,948	23,950	23,950	
UNEMPLOYMENT COSTS	01.148.0000.5287		0	5,000	5,000	5,000	5,150	5,150	5,150	5,150	
SUNDRY CONTRACTORS	01.148.0000.5299	3,700	3,867	4,500	4,500	4,500	4,635	4,500	4,500	4,500	
Sub-total		32,154	52,143	49,500	49,500	49,500	50,987	49,848	49,850	49,850	0.7%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.148.0000.5312	365	345	200	200	200	200	200	200	200	
PRINTING	01.148.0000.5313	216	609	200	200	200	200	200	200	200	
EDUCATION SUPPLIES-TESTING	01.148.0000.5328	1,033	1,045	2,600	2,600	2,600	2,600	6,173	6,150	6,150	
FUNERAL FLOWERS	01.148.0000.5399	236.5	216	200	200	200	200	0	0	0	
Sub-total		1,850	2,215	3,200	3,200	3,200	3,200	6,573	6,550	6,550	104.7%
<b>SERVICES AND CHARGES</b>											
OFFICIAL NOTICES/ADVERTISING	01.148.0000.5421	7,240	2,089	4,000	4,000	4,000	4,000	4,000	4,000	4,000	
SUBSCRIPTIONS	01.148.0000.5422	160	340	250	250	250	250	250	250	250	
MEMBERSHIPS	01.148.0000.5424	1,079	591	800	800	800	800	800	800	800	
CONFERENCES AND SCHOOLS	01.148.0000.5425	1,174	462	500	500	500	500	1,200	1,200	1,200	
MILEAGE	01.148.0000.5432	79	77	100	100	100	100	100	100	100	
Sub-total		9,732	3,559	5,650	5,650	5,650	5,650	6,350	6,350	6,350	12.4%
<b>TOTAL GENERAL FUND</b>		<b>97,573</b>	<b>113,770</b>	<b>129,799</b>	<b>129,799</b>	<b>126,788</b>	<b>138,173</b>	<b>141,107</b>	<b>141,086</b>	<b>164,128</b>	<b>26.4%</b>
<b>CAPITAL OUTLAY FUND</b>											
OFFICE EQUIPMENT	41.148.0000.5813	583	0	0	0	0		500	500	500	
COMPUTER EQUIPMENT	41.148.0000.5841	0	0	0	0	0					
SOFTWARE	41.148.0000.5843	0	0	0	0	0					
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>583</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	
<b>GRAND TOTAL HUMAN RESOURCES</b>		<b>98,156</b>	<b>113,770</b>	<b>129,799</b>	<b>129,799</b>	<b>126,788</b>	<b>138,173</b>	<b>141,607</b>	<b>141,586</b>	<b>164,628</b>	<b>26.8%</b>

**FINANCE DEPARTMENT**  
**151, 152**

**DEPARTMENT:** Finance

**PROGRAM MANAGER:** Director of Finance & Treasurer

**PROGRAM DESCRIPTION:**

The City Finance Department is responsible for the accounting, budgeting, borrowing, and financial reporting of all City operations. This includes the maintenance of all financial records for the City, billing and collections, accounts payable processing, managing the City's borrowing, and processing payroll for all City employees. The Director of Finance & Treasurer is responsible for cash management and investment management with the assistance of an outside investment manager. Long-term department goals include increasing automation of accounting functions to improve efficiency of services to other City departments and the public, increasing accounting knowledge of department staff, and maintaining timely, quality, and useful financial information to City officials and citizens.

Department No. 152 accounts for the cost of the annual City audit.

**SERVICES:**

- Preparation of quarterly and annual financial statements and coordination of annual audit.
- Preparation of required State of Wisconsin financial reports and forms.
- Coordinate the preparation of annual City budget.
- Implement all City borrowing.
- Disbursement of monies to vendors.
- Payroll processing for all City employees.
- Billing and collection for City services provided, including special assessments, weed control, development inspection, and other services.

**STAFFING:**

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
<b>Finance Officer</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>.00</b>	<b>.00</b>
<b>Director of Finance &amp; Treasurer</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Accounting Supervisor</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Staff Accountant</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Accountant</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Account Clerk</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>
<b>Total</b>	<b>4.00</b>	<b>4.50</b>	<b>4.50</b>	<b>4.30</b>	<b>4.30</b>	<b>4.30</b>

**ACTIVITY MEASURES:**

Activity	2000	2001	2002	2003	2004*	2005*
Disbursement Checks	5,569	5,618	5,634	7,018	8,000	7,500
Employees Paid	357	332	338	333	350	340
Receipts Processed	9,219	9,298	8,427	8,672	8,800	9,000
Assessment Invoices	116	572	57	75	50	50
Customer Invoices	404	356	387	445	360	360
Purchase Requisitions Used	4,130	4,658	3,549	4,011	4,100	4,200

\* Forecast

**BUDGET SUMMARY:**

- 1) Contractual Services – Payroll processing and software maintenance charges are the services purchased in this category.
- 2) Allocated Payroll Costs – These credits represent the portion of the departmental personal services expense charged to the sewer and water operations.
- 3) Capital Outlay:
 

Furniture & Fixtures - two lateral filing cabinets	\$1,500
Computer workstation	\$1,500

CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>FINANCE</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-FT	01.151.0000.5111	154,883	153,780	154,123	165,089	163,529	166,871	169,774	169,774	169,774	
SALARIES-PT	01.151.0000.5113	25,422	41,887	45,289	45,786	44,389	46,284	46,284	46,284	46,284	
SALARIES-CT	01.151.0000.5117	4,232	5,938	3,500	2,000	3,900	3,500	2,400	2,400	2,400	
COMPTIME TAKEN	01.151.0000.5118	403	360	0	0	700	0	0	0	0	
LONGEVITY	01.151.0000.5133	306	324	330	330	330	385	385	385	385	
FICA	01.151.0000.5151	14,230	15,413	15,548	16,310	16,229	16,604	16,741	16,741	16,741	
RETIREMENT	01.151.0000.5152	17,909	20,229	20,324	21,321	21,285	21,704	21,884	21,884	21,884	
GROUP HEALTH & DENTAL	01.151.0000.5154	30,381	28,545	36,788	37,528	37,821	44,588	44,212	44,212	44,212	
LIFE INSURANCE	01.151.0000.5155	1,350	1,575	1,599	1,615	1,520	1,561	1,539	1,539	1,539	
Allocated payroll cost	01.151.0000.5199	-25,800	-26,800	-27,900	-27,900	-27,900	-28,900	-28,900	-28,900	-28,900	
Sub-total		223,316	241,251	249,601	262,079	261,803	272,607	274,319	274,319	274,319	9.9%
Percent of Department Total		83.6%	78.6%	83.0%	90.3%	90.5%	90.4%	89.5%	90.4%	90.4%	
<b>CONTRACTUAL SERVICES</b>											
PAYROLL PROCESSING FEES	01.151.0000.5215	12,962	13,286	14,000	14,000	13,500	14,420	14,000	14,000	14,000	
EQUIPMENT MAINTENANCE	01.151.0000.5242	567	797	500	500	700	515	800	800	800	
SOFTWARE MAINTENANCE	01.151.0000.5257	5,366	7,109	6,800	6,800	6,800	7,004	7,800	7,800	7,800	
AMBULANCE BILLING SERVICES	01.151.0000.5296	21,928	19,944	23,000	0	0	0	0	0	0	
COLLECTION SERVICES	01.151.0000.5298	265	96	100	100	200	103	100	100	100	
Sub-total		41,089	41,232	44,400	21,400	21,200	22,042	22,700	22,700	22,700	-48.9%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.151.0000.5312	901	747	900	900	900	900	900	900	900	
PRINTING	01.151.0000.5313	337	2,294	2,500	2,500	2,400	2,500	2,500	2,500	2,500	
Sub-total		1,238	3,041	3,400	3,400	3,300	3,400	3,400	3,400	3,400	0.0%
<b>SERVICES &amp; CHARGES</b>											
SUBSCRIPT ONS	01.151.0000.5422	227	245	250	250	245	250	500	0	0	
MEMBERSHIPS	01.151.0000.5424	235	215	250	250	500	250	250	0	0	
CONFERENCES & SEMINARS	01.151.0000.5425	1,258	134	1,200	1,200	800	1,200	2,000	0	0	
MILEAGE	01.151.0000.5432	317	10	200	200	20	200	500	0	0	
Sub-total		2,037	604	1,900	1,900	1,565	1,900	3,250	0	0	-100.0%
<b>TOTAL GENERAL FUND</b>		<b>267,680</b>	<b>286,128</b>	<b>299,301</b>	<b>288,779</b>	<b>267,668</b>	<b>299,949</b>	<b>303,669</b>	<b>300,419</b>	<b>300,419</b>	<b>0.4%</b>
<b>CAPITAL OUTLAY FUND</b>											
FURNITURE & FIXTURES	41.151.0000.5812	0	0	0	0	0	0	1,500	1,500	1,500	
OFFICE EQUIPMENT	41.151.0000.5813	0	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.151.0000.5841	0	10,812	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
SOFTWARE	41.151.0000.5843	-400	9,965	0	0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>-400</b>	<b>20,777</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>100.0%</b>
<b>GRAND TOTAL FINANCE</b>		<b>267,280</b>	<b>306,905</b>	<b>300,801</b>	<b>290,279</b>	<b>269,368</b>	<b>301,449</b>	<b>306,669</b>	<b>303,419</b>	<b>303,419</b>	<b>0.9%</b>
Less Program Revenue:											
AMBULANCE SERVICES @ 7.5%	01.0000.4441	-21,275	-24,280	-22,950	0	0	0	0	0	0	
<b>Net Finance Related Costs</b>		<b>246,005</b>	<b>282,625</b>	<b>277,851</b>	<b>290,279</b>	<b>269,368</b>	<b>301,449</b>	<b>306,669</b>	<b>303,419</b>	<b>303,419</b>	

#### AUDIT

##### CONTRACTUAL SERVICES

SPECIAL AUDIT	01.152.0000.5210		57,490	0	26,000	26,000	0	0	0	0	
ACTUARIAL REVIEW	01.152.0000.52xx					5,600	0	0			
ANNUAL AUDIT	01.152.0000.5213	19,399	16,044	23,000	23,000	19,000	23,690	25,800	25,800	25,800	
<b>GRAND TOTAL AUDIT</b>		<b>19,399</b>	<b>73,534</b>	<b>23,000</b>	<b>49,000</b>	<b>50,600</b>	<b>23,690</b>	<b>25,800</b>	<b>25,800</b>	<b>25,800</b>	<b>0</b>

**STAFFING:**

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
<b>Assessor – Contracted ++</b>	<b>++</b>				<b>++</b>	<b>++</b>
<b>Assessor</b>	<b>.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Assistant Assessor</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Assessor Clerk</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>

**BUDGET SUMMARY:**

The 2005 Assessor Department Budget is \$243,540 or \$10,226 more than the 2004 Budget of \$233,314. The primary reasons for the change are:

- 1) Other Professional Services account is budgetarily established for the first time in 2005 to reflect the outside contracting for Assessor Services that was implemented during 2004. The account is budgeted at \$71,400 in 2005. The cost of the City's Assessor position in the 2004 Budget was \$83,913 or \$12,513 more than the cost of the outside contractor in the 2005 Budget.
- 2) An appropriation of \$8,900 was included in the 2004 Budget for the first time to pay for newly established charges to municipalities by the State of Wisconsin for manufacturing assessment services. This cost is anticipated to increase to \$9,200 in 2005.
- 3) Capital Outlays are budgeted at \$12,600 in 2005, including \$4,600 for the replacement of old computer and office equipment, \$4,000 for upgrading of the office workstations and \$4,000 for upgrading of computer software to the Windows version in order to make it more compatible with the software utilized in the Treasury Office.
- 4) The cost of the Assessor Clerk position is increased by \$9,289, reflecting an anticipated contracted wage increase and higher health benefit costs.

CITY OF FRANKLIN 2004 BUDGET		2002	2003	2004	2004	2004	2005	2005	2005	2005	Percent
ASSESSOR		Actual	Actual	Adopted	Amended	Estimate	Forecast	Dept/Request	Request	Adopted	Change
<b>PERSONAL SERVICES</b>											
SALARIES-FT	01.154.0000.5111	80,721	59,696	90,636	34,546	34,546	35,660	35,660	35,660	35,660	
SALARIES-TEMP	01.154.0000.5115	623	8,030	0	0	0	0	0	0	0	
SALARIES-CT	01.154.0000.5117	280	232	300	300	300	300	300	300	300	
COMPTIME TAKEN	01.154.0000.5118	612	396	0	0	0	0	0	0	0	
LONGEVITY	01.154.0000.5133	324	206	0	185	185	240	240	240	240	
FICA	01.154.0000.5151	6,329	5,198	6,957	2,680	2,680	2,769	2,769	2,769	2,769	
RETIREMENT	01.154.0000.5152	8,177	6,054	9,094	3,503	3,503	3,620	3,620	3,620	3,620	
GROUP HEALTH & DENTAL	01.154.0000.5154	19,104	12,945	24,902	12,512	12,512	14,995	14,995	14,995	14,995	
LIFE INSURANCE	01.154.0000.5155	446	320	475	147	147	156	156	156	156	
Sub-total		116,615	93,077	132,364	53,873	53,873	57,740	57,740	57,740	57,740	-56.4%
Percent of Department Total		58.4%	49.6%	56.7%	24.2%	22.4%	24.4%	23.7%	23.7%	23.7%	
<b>CONTRACTUAL SERVICES</b>											
PROFESSIONAL SERVICES	01.154.0000.5210	73,000	73,000	82,000	82,000	82,000	84,460	82,000	82,000	82,000	
PROFESSIONAL SERVICES	01.154.0000.5219			0	68,000	86,000	75,000	71,400	71,400	71,400	
SOFTWARE MAINTENANCE	01.154.0000.5257	2,700	11,786	2,900	2,900	2,900	2,987	3,150	3,150	3,150	
SUNDRY CONTRACTORS	01.154.0000.5299			8,900	8,900	8,900	9,167	9,200	9,200	9,200	
Sub-total		75,700	84,786	93,800	161,800	179,800	171,614	165,750	165,750	165,750	76.7%
<b>SUPPLIES</b>											
POSTAGE	01.154.0000.5311	0	3,399	1,000	1,000	1,000	1,000	1,500	1,500	1,500	
OFFICE SUPPLIES	01.154.0000.5312	564	1,016	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
PRINTING	01.154.0000.5313	1,985	3,419	3,300	3,300	3,300	3,300	3,300	3,300	3,300	
Sub-total		2,549	7,834	5,300	5,300	5,300	5,300	5,800	5,800	5,800	9.4%
<b>SERVICES AND CHARGES</b>											
PUBLICATIONS	01.154.0000.5421	14	978	400	400	400	400	400	400	400	
SUBSCRIPTIONS	01.154.0000.5422	702	858	600	600	600	600	600	600	600	
MEMBERSHIP	01.154.0000.5424	65	25	50	50	50	50	50	50	50	
CONFERENCES AND SCHOOLS	01.154.0000.5425	526	40	600	600	600	600	500	500	500	
MILEAGE	01.154.0000.5432	264	0	200	200	200	200	100	100	100	
Sub-total		1,570	1,901	1,850	1,850	1,850	1,850	1,650	1,650	1,650	-10.8%
<b>TOTAL GENERAL FUND</b>		<b>196,434</b>	<b>187,598</b>	<b>233,314</b>	<b>222,823</b>	<b>240,823</b>	<b>236,504</b>	<b>230,940</b>	<b>230,940</b>	<b>230,940</b>	<b>-1.0%</b>
<b>CAPITAL OUTLAY FUND</b>											
OFFICE EQUIPMENT	41.154.0000.5813	0	0	0	0	0	0	4,000	4,000	4,000	
COMPUTER EQUIPMENT	41.154.0000.5841	3,282	0	0	0	0	0	4,600	4,600	4,600	
SOFTWARE	41.154.0000.5843	0	0	0	0	0	0	4,000	4,000	4,000	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>3,282</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,600</b>	<b>12,600</b>	<b>12,600</b>	
<b>GRAND TOTAL ASSESSOR</b>		<b>199,716</b>	<b>187,598</b>	<b>233,314</b>	<b>222,823</b>	<b>240,823</b>	<b>236,504</b>	<b>243,540</b>	<b>243,540</b>	<b>243,540</b>	<b>4.4%</b>

**TREASURY**  
**156**

**DEPARTMENT:** Treasury

**PROGRAM MANAGER:** Director of Finance & Treasurer

**PROGRAM DESCRIPTION:**

The Treasury Office acts as the City's banker. By law, the office is to receive and record all City revenue and keep detailed records of the transactions. The duties include cash receipting, investment and banking operations for all City departments and the Water Utility. The Treasury Office is also responsible for property tax collection for the City and other tax jurisdictions from December through July of each year.

**SERVICES:**

- Cash management and investment of City funds.
- Manage City bank accounts.
- Property tax collection and settlement with other governments.
- Receipting of all monies paid to the City.
- Dog and cat licensing.

**STAFFING:**

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
Director of Finance & Treasurer					FTE In	Included Finance
Treasurer	1.00	1.00	1.00	1.00	.00	.00
Deputy Treasurer	0.00	0.75	0.75	0.75	1.00	1.00
Lead Cashier	0.00	0.00	0.00	0.00	0.75	0.75
Treasury Clerk	.70	.00	.00	.00	.00	.00
Cashier/Clerk	.53	.53	.53	.53	.53	.80
Cashier (seasonal)	.60	.60	.60	.60	.60	.60
<b>Total</b>	<b>2.83</b>	<b>2.88</b>	<b>2.88</b>	<b>2.88</b>	<b>2.88</b>	<b>3.15</b>

**ACTIVITY MEASURES:**

Activity	2000	2001	2002	2003	2004*	2005*
Treasurer's Receipts	9,219	9,298	8,427	8,672	8,800	9,000
Water/Sewer Payments	31,732	33,036	34,192	32,646	34,000	35,000
Property Tax Bills	11,341	11,363	11,761	11,847	12,000	12,200
Dog/Cat Licenses	1,051	1,065	1,102	1,141	1,170	1,190

\* Forecast



## BUDGET SUMMARY:

- 1) The department uses lockbox processing, outsourced property tax bill preparation and mailing and temporary seasonal help to minimize staffing while maintaining efficient customer services.
- 2) The Capital Outlay Budget includes \$3,000 for the purchase of 2 personal computers as part of an annual replacement program for the department's 7 computers, and \$1,500 to update employee workstations to make them more efficient and secure.

CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>TREASURY</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-FT	01.156.0000.5111	47,459	49,314	49,569	43,580	54,470	40,606	44,390	44,390	44,390	
SALARIES-PT	01.156.0000.5113	33,119	42,966	48,622	47,132	33,138	47,388	47,388	47,388	47,388	
SALARIES-TEMP	01.156.0000.5115	10,214	17,925	11,302	11,302	10,608	10,926	10,926	10,926	10,926	
SALARIES-CT	01.156.0000.5117	0	902	100	927	1,982	2,100	600	600	600	
COMPTIME TAKEN	01.156.0000.5118	728	793	100	100	700	100	600	600	600	
LONGEVITY	01.156.0000.5133	60	45	60	0	0	0	120	120	120	
FICA	01.156.0000.5151	6,824	8,458	8,396	7,819	7,719	7,736	7,958	7,958	7,958	
RETIREMENT	01.156.0000.5152	7,011	6,806	7,557	7,013	4,878	6,932	7,222	7,222	7,222	
GROUP HEALTH & DENTAL	01.156.0000.5154	14,212	10,381	17,246	8,596	7,086	10,128	10,128	10,128	10,128	
LIFE INSURANCE	01.156.0000.5155	434	354	553	558	221	58	391	391	391	
Allocated payroll cost	01.156.0000.5199	-9,900	-10,300	-10,400	-10,400	-10,400	-10,800	-10,800	-10,800	-10,800	
Sub-total		110,161	127,644	133,105	116,627	110,402	115,174	118,923	118,923	118,923	-10.7%
Percent of Department Total		90.5%	85.1%	90.0%	88.7%	82.0%	88.4%	85.3%	86.0%	86.0%	
<b>CONTRACTUAL SERVICE</b>											
EQUIPMENT MAINTENANCE	01.156.0000.5242	0	269	4,200	500	600	4,326	500	500	500	
SOFTWARE MAINTENANCE	01.156.0000.5257	3,704	3,704	0	3,700	3,500	0	3,700	3,700	3,700	
SUNDRY CONTRACTORS	01.156.0000.5299	0	14,101	7,000	7,000	15,900	7,210	12,000	12,000	12,000	
Sub-total		3,704	18,074	11,200	11,200	20,000	11,536	16,200	16,200	16,200	44.6%
<b>SUPPLIES</b>											
POSTAGE	01.156.0000.5311	2,931	0	0	0	0	0	0	0	0	
OFFICE SUPPLIES	01.156.0000.5312	1,690	2,561	2,000	2,000	2,500	2,000	2,500	2,500	2,500	
PRINTING	01.156.0000.5313	3,133	667	700	700	700	700	700	700	700	
Sub-total		7,755	3,228	2,700	2,700	3,200	2,700	3,200	3,200	3,200	18.5%
<b>SERVICES AND CHARGES</b>											
SUBSCRIPTIONS	01.156.0000.5422	27	71	50	50	50	50	50	0	0	
MEMBERSHIPS	01.156.0000.5424	80	40	100	100	100	100	100	0	0	
CONFERENCES AND SCHOOLS	01.156.0000.5425	0	657	500	500	500	500	500	0	0	
MILEAGE	01.156.0000.5432	17	116	100	100	100	100	100	0	0	
BANK FEES	01.156.0000.5491	0	165	150	150	280	150	300	0	0	
Sub-total		124	1,049	900	900	1,030	900	1,050	0	0	-100.0%
<b>TOTAL GENERAL FUND</b>		<b>121,744</b>	<b>149,995</b>	<b>147,905</b>	<b>131,427</b>	<b>134,632</b>	<b>130,310</b>	<b>139,373</b>	<b>138,323</b>	<b>138,323</b>	<b>-6.5%</b>
<b>CAPITAL OUTLAY FUND</b>											
FURNITURE & FIXTURES	41.156.0000.5812	0	0	0	0	0	0	1,500	1,500	1,500	
OFFICE EQUIPMENT	41.156.0000.5813	0	0	1,300	1,300	1,300	1,300	0	0	0	
COMPUTER EQUIPMENT	41.156.0000.5841	0	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
SOFTWARE	41.156.0000.5843	0	5,050	0	0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>0</b>	<b>5,050</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	
<b>GRAND TOTAL TREASURY</b>		<b>121,744</b>	<b>155,045</b>	<b>152,205</b>	<b>135,727</b>	<b>138,932</b>	<b>134,610</b>	<b>143,873</b>	<b>142,823</b>	<b>142,823</b>	<b>-6.5%</b>
<b>Less Program Revenue:</b>											
INTEREST-TAX ROLL	01.0000.4715	-89,876	-121,426	-90,000	-90,000	-67,500	-100,000	-75,000	-75,000	-75,000	
<b>Net Treasury Related Costs</b>		<b>31,868</b>	<b>33,619</b>	<b>62,205</b>	<b>45,727</b>	<b>71,432</b>	<b>34,610</b>	<b>68,873</b>	<b>67,823</b>	<b>67,823</b>	



**LEGAL SERVICES**  
**161**

**DEPARTMENT:** Legal Services

**PROGRAM MANAGER:** City Attorney

**PROGRAM DESCRIPTION:**

The City Attorney is responsible for conducting most of the legal business in which the City is involved; such as legal opinions, ordinances, resolutions, general legal counsel, purchase and sale of property, and prosecution of ordinance and traffic violations.

Legal expenses associated with claim defense are charged to the Claims Account.

**SERVICES:**

- Attend all Common Council meetings.
- Review ordinances and resolutions.
- Consult with staff and elected officials on legal matters.
- Render legal opinions as requested.
- Hold instructional meetings.
- Coordinate legal defense of claims against the City.
- Represent the City, its boards and officers in civil claims and litigation.
- Prosecute ordinance violations.
- Prepare and review development agreements.
- Prepare and/or review City contracts.

**STAFFING:**

Contractual

**ACTIVITY MEASURES:**

Activity	2000	2001	2002	2003	2004*	2005*
Hours of Service w/o Municipal Ct.	<b>1,261</b>	<b>1,432</b>	<b>1,450</b>	<b>1,489</b>	<b>1,450</b>	<b>1,450</b>
Matters Litigated	<b>9</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>2</b>
Municipal Court Cases	<b>9,889</b>	<b>10,075</b>	<b>9,347</b>	<b>8,108</b>	<b>9,000</b>	<b>9,500</b>

\* Forecast

CITY OF FRANKLIN		2002	2003	2004	2004	2004	2005	2005	2005	2005	Percent
2004 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Forecast	Dept/Request	Request	Adopted	Change
<b>LEGAL SERVICES</b>											
<b>CONTRACTUAL SERVICES</b>											
LEGAL SERVICES - GENERAL	01.161.0000.5212	87,172	77,151	77,150	77,150	77,150	79,465	79,500	79,500	79,500	
LEGAL SERVICES - DAY COURT	01.161.0000.5213	0	14,543	28,800	28,800	28,800	29,664	29,700	29,700	29,700	
FILING FEES	01.161.0000.5223	0	0	0	0	0	0	0	0	0	
SPECIAL ATTORNEY	01.161.0000.5251	1,721	8,835	5,000	10,000	5,000	5,150	5,000	5,000	5,000	
LEGAL SERVICES - LANDFILL SITING	01.161.0000.5252	0	5,512	0	0	0	0	0	0	0	
ATTORNEY FEES - ADD'L SERVICES	01.161.0000.5253	85,406	56,330	79,600	79,600	79,600	81,988	82,000	82,000	82,000	
Sub-total		174,298	162,371	190,550	195,550	190,550	196,267	196,200	196,200	196,200	3.0%
<b>SUPPLIES</b>											
PRINTING	01.161.0000.5313	0	0	100	100	100	100	100	100	100	
Sub-total		0	0	100	100	100	100	100	100	100	0.0%
<b>SERVICES AND CHARGES</b>											
SUBSCRIPTIONS	01.161.0000.5422	1,603	1,416	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.161.0000.5425	190	210	250	250	250	263	250	250	250	
COURT COSTS	01.161.0000.5427	0	483	480	480	480	480	450	450	450	
Sub-total		1,793	2,109	730	730	730	743	700	700	700	-4.1%
GRAND TOTAL LEGAL SERVICES		176,091	164,480	191,380	196,380	191,380	197,110	197,000	197,000	197,000	2.9%

## MUNICIPAL BUILDINGS

181

**DEPARTMENT:** Municipal Buildings

**PROGRAM MANAGER:** City Engineer (assisted by Building Operations Supervisor)

### PROGRAM DESCRIPTION:

The Municipal Buildings Department provides for the operation and maintenance of the City's buildings which include: the City Hall Complex, Fire Stations 1, 2, and 3; Law Enforcement Building, Library, Legend Park Buildings, the Public Works Garage and accessory buildings. Custodial service employees are provided to City Hall, Law Enforcement Building, and Library.

### SERVICES:

Provide custodial services at City Hall, Law Enforcement Building, and Library.

- Operate and maintain City grounds and buildings.
- Coordinate repairs and major maintenance projects in City facilities, including ADA compliance activities.
- Procure maintenance materials and supplies for all municipal buildings. The cost of maintenance materials, supplies, and utilities are included in the budgets of the Law Enforcement Building, Library, Fire Stations, Public Works Garage, and the Sewer and Water Building.

### STAFFING:

Authorized Positions (FTE)	2000	2001	2002	2003	2004	2005
Operations Supervisor	.00	.00	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	.00	.00	.00	.00
Assistant Custodian	1.48	2.48	2.98	3.48	3.02	3.36
Seasonal Maintenance	.58	.58	.58	.58	.32	.32
Total	3.06	4.06	4.56	5.06	4.34	4.68

### ACTIVITY MEASURES:

Square Footage:	2000	2001	2002	2003	2004*	2005*
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	21,060	21,060	26,480	26,480	26,480	26,480
Public Works Building	45,450	45,450	45,450	45,450	45,450	45,450
Sewer & Water Building	2,840	2,840	6,620	6,620	6,620	6,620
Law Enforcement Building			68,300	68,300	68,300	68,300
Library Building			40,000	40,000	40,000	40,000
Total Square Footage	119,396	119,396	234,056	234,056	234,056	234,056

\* Forecast

## BUDGET SUMMARY:

- 1) Allowing the two weekday part-time staff persons to go from 14.5 hour a week to 19.0 hours per week, will allow for a little better building coverage, and will increase our staffing from 4.34 to 4.68
- 2) Allocated Payroll Credits – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) Capital Outlay:

### **Maintenance Equipment – 01.181.0000.5814**

Computer replacement	\$1,300.00
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### **Building Improvements –**

Compressor Upgrade	\$5,500.00
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Repair and up-grade of City hall sign	\$7,000.00
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Total Capital Outlay	\$13,800.00
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CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>MUNICIPAL BUILDING</b>											
<b>PERSONAL SERVICES</b>											
SALARIES-FT	01.181.0000.5111	86,316	88,760	109,375	109,375	114,632	120,078	151,726	120,078	120,078	
SALARIES-PT	01.181.0000.5113	26,823	35,264	27,671	27,671	33,852	36,344	48,054	48,459	48,459	
SALARIES-TEMP	01.181.0000.5115	5,335	8,761	6,000	6,000	5,990	6,139	6,139	6,139	6,139	
SALARIES-CT	01.181.0000.5117	3,243	673	3,410	3,410	3,000	3,410	3,000	3,000	3,000	
COMPTIME TAKEN	01.181.0000.5118	860	1,076	0	0	0	0	0	0	0	
LONGEVITY	01.181.0000.5133	0	20	0	0	60	60	60	60	60	
FICA	01.181.0000.5151	9,378	10,254	11,204	11,204	12,051	12,701	15,987	13,597	13,597	
RETIREMENT	01.181.0000.5152	11,380	10,243	15,780	15,780	17,268	18,193	30,321	18,121	18,121	
GROUP HEALTH & DENTAL	01.181.0000.5154	28,998	30,033	37,637	37,637	37,074	42,640	70,670	42,640	42,640	
LIFE INSURANCE	01.181.0000.5155	491	541	791	791	709	733	1,040	733	733	
Allocated payroll cost	01.181.0000.5199	-92,000	-108,000	-96,000	-96,000	-96,000	-112,000	-112,000	-112,000	-112,000	
Sub-total		80,824	77,625	115,868	115,868	128,636	128,298	214,997	140,827	140,827	21.5%
Percent of Department Total		42.1%	41.0%	45.0%	45.0%	51.7%	46.7%	55.4%	51.9%	51.9%	
<b>CONTRACTUAL SERVICES</b>											
EQUIPMENT MAINTENANCE	01.181.0000.5242	505	35	0	0	0	0	0	0	0	
DATA & TELEPHONE CABLING	01.181.0000.5247	700	2,000	1,000	1,000	2,000	1,030	2,000	2,000	2,000	
SUNDRY CONTRACTORS	01.181.0000.5299	0	12,996	0	0	0	0	0	0	0	
Sub-total		1,204	15,031	1,000	1,000		1,030	2,000	2,000	2,000	100.0%
<b>SUPPLIES</b>											
OFFICE SUPPLIES	01.181.0000.5312	155	38	250	250	100	250	200	200	200	
PRINTING	01.181.0000.5313	28	0	0	0	0	0	0	0	0	
UNIFORMS	01.181.0000.5326	361	773	800	800	800	800	875	850	850	
FUEL/LUBRICANTS	01.181.0000.5331	0	13	100	100	90	100	100	100	100	
CONSUMABLE TOOLS	01.181.0000.5342	349	719	500	500	500	500	500	500	500	
Sub-total		892	1,543	1,650	1,650	1,490	1,650	1,675	1,650	1,650	0.0%
<b>SERVICES AND CHARGES</b>											
CONFERENCES AND SCHOOLS	01.181.0000.5425	370	140	150	150	150	150	150	150	150	
<b>FACILITY CHARGES</b>											
WATER	01.181.0000.5551	2,710	1,655	5,000	5,000	1,500	5,200	5,000	2,000	2,000	
ELECTRICITY	01.181.0000.5552	39,979	37,711	60,850	60,850	42,000	63,284	63,284	45,000	45,000	
SEWER	01.181.0000.5553	625	436	1,500	1,500	500	1,560	1,500	1,000	1,000	
NATURAL GAS	01.181.0000.5554	11,334	16,080	22,900	22,900	24,000	23,816	23,816	28,000	28,000	
LANDSCAPE MATERIALS	01.181.0000.5555	135	615	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
JANITORIAL SUPPLIES	01.181.0000.5556	5,824	5,535	5,200	5,200	5,200	5,200	5,200	5,200	5,200	
BUILDING MAINTENANCE-SYSTEMS	01.181.0000.5557	12,838	14,233	17,500	17,500	17,500	18,375	18,375	18,400	18,400	
BUILDING MAINTENANCE-FLOORING	01.181.0000.5558	1,435	0	0	0	0	0	0	0	0	
BUILDING MAINTENANCE-OTHER	01.181.0000.5559	34,031	9,422	10,300	10,300	10,300	10,815	10,300	10,300	10,300	
Sub-total		108,910	85,687	126,250	126,250	104,000	131,250	130,475	112,900	112,900	-10.6%
<b>TOTAL GENERAL FUND</b>		<b>192,200</b>	<b>180,026</b>	<b>244,918</b>	<b>244,918</b>	<b>236,276</b>	<b>262,378</b>	<b>349,297</b>	<b>257,527</b>	<b>257,527</b>	<b>5.1%</b>
<b>CAPITAL OUTLAY FUND</b>											
FURNITURE & FIXTURES	41.181.0000.5812	0	0	0	0	0	0	0	0	0	
NON-MOTORIZED EQUIPMENT	41.181.0000.5814	5,077	3,099	825	825	825	825	0	0	0	
SHOP EQUIPMENT	41.181.0000.5815	1,150	0	0	0	0	0	0	0	0	
BUILDING IMPROVEMENTS	41.181.0000.5822	16,751	6,241	11,500	11,500	11,500	11,500	37,500	12,500	12,500	
COMPUTER EQUIPMENT	41.181.0000.5841	0	0	0	0	0	0	1,300	1,300	1,300	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>22,977</b>	<b>9,340</b>	<b>12,325</b>	<b>12,325</b>	<b>12,325</b>	<b>12,325</b>	<b>38,800</b>	<b>13,800</b>	<b>13,800</b>	<b>12.0%</b>
<b>EQUIPMENT REVOLVING FUND</b>											
EQUIPMENT	42.181.0000.5811	0	0	0	0	0	0	0	0	0	
<b>GRAND TOTAL MUNICIPAL BUILDING</b>		<b>215,177</b>	<b>189,366</b>	<b>257,243</b>	<b>257,243</b>	<b>248,601</b>	<b>274,703</b>	<b>388,097</b>	<b>271,327</b>	<b>271,327</b>	<b>5.5%</b>

# INSURANCE

194

DEPARTMENT: Insurance

PROGRAM MANAGER: Director of Administration

## PROGRAM DESCRIPTION:

The City accounts for all insurance program activities in a separate general fund department. Insurance coverage maintained by the City includes general and umbrella liability, property, auto, professional liability, and worker compensation policies. Third party insurance companies provide all insurance coverage for the City. Worker compensation costs are based on covered payroll amounts multiplied by standard rates established by the State. The City's worker compensation insurance carrier also offers a dividend program, which makes the City eligible to earn dividends if claim costs fall below specified thresholds. Good claims experience may increase the amount of the dividend available to the City. The full-expected premium cost is budgeted as expenditure; estimated dividends are budgeted as revenues on a conservative basis, as the amounts are subject to change based on claims experience. Insurance amounts are allocated to the Police Department, Fire Department, Highway Department, Water Utility, and Sewer Fund through an ongoing administrative allocation.

## BUDGET SUMMARY:

- 1) The 2005 Budget includes an estimated \$54,050 (8.6%) increase in premium costs as compared to the 2004 Adopted Budget.
- 2) Approximately \$445,500 (65%) of the premium costs in the 2005 Budget is allocated to the departments identified above. This allocation is increased by \$16,700 in 2005, resulting in a net increased Expenditure Budget in this department of \$37,350, from \$199,350 in the 2004 Budget to \$236,700 in the 2005 Budget.

CITY OF FRANKLIN		2002	2003	2004	2004	2004	2005	2005	2005	2005	Percent
2004 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Forecast	Dept/Request	Request	Adopted	Change
<b>INSURANCE</b>											
<b>CONTRACTUAL SERVICES</b>											
OTHER PROFESSIONAL SERVICE	01.194.0000.5219	0	4,430	0	0	0	0	0	0	0	0
Sub-total		0	4,430	0	0	0	0	0	0	0	0 #DIV/0!
<b>FACILITY CHARGES</b>											
BUILDING INSURANCE	01.194.0000.5511	10,666	35,884	41,300	41,300	41,300	42,952	43,000	43,000	43,000	
AUTO/EQUIPMENT INSURANCE	01.194.0000.5512	76,210	94,708	104,850	104,850	104,850	109,044	109,000	109,000	109,000	
PUBLIC LIABILITY	01.194.0000.5513	54,030	63,901	74,200	74,200	74,200	77,168	81,600	81,600	81,600	
PROFESSIONAL LIABILITY	01.194.0000.5514	57,007	78,287	87,600	87,600	87,600	91,104	96,400	96,400	96,400	
BOILER INSURANCE	01.194.0000.5515	4,632	7,121	8,200	8,200	8,200	8,528	9,000	9,000	9,000	
UMBRELLA INSURANCE	01.194.0000.5516	19,701	23,500	27,000	27,000	27,000	28,080	29,700	29,700	29,700	
WORKERS COMPENSATION	01.194.0000.5517	236,999	278,229	285,000	285,000	245,000	296,400	285,000	260,000	260,000	
TREASURERS BOND	01.194.0000.5521	0	0	0	0	0	0	0	0	0	
ALLOCATED INSURANCE COST	01.194.0000.5560	-292,000	-398,800	-428,800	-428,800	-428,800	-445,500	-445,500	-445,500	-445,500	
Sub-total		167,245	182,830	199,350	199,350	159,350	207,776	208,200	183,200	183,200	-8.1%
GRAND TOTAL INSURANCE		167,245	187,260	199,350	199,350	159,350	207,776	208,200	183,200	183,200	-8.1%
<b>Less Program Revenue:</b>											
INSURANCE DIVIDEND	01.0000.4771	-22,102	-36,652	-20,000	-20,000	-30,000	-33,000	-33,000	0	0	
Net Insurance Related Costs		145,143	150,608	179,350	179,350	129,350	174,776	175,200	183,200	183,200	

# UNCLASSIFIED & CONTINGENCY 198, 199

**DEPARTMENT:** Unclassified & Contingency

**PROGRAM MANAGER:** Director of Administration

## PROGRAM DESCRIPTION:

These programs provide for miscellaneous accounts that are not contained in department operating budgets.

**Department 198 Unclassified:** Items accounted for in this department include special assessments on City owned property (if any); and claims or judgment costs.

**Department 199 Contingency:** This department carries the annual contingency appropriation. This appropriation is made to address unforeseen expenditures in the General Fund or to allow Common Council to retain control of program expenditures that are uncertain at time of budget adoption. Funds are not expended directly from the contingency account, but are transferred to General Fund operating budgets by specific Common Council action.

CITY OF FRANKLIN 2004 BUDGET		2002 Actual	2003 Actual	2004 Adopted	2004 Amended	2004 Estimate	2005 Forecast	2005 Dept/Request	2005 Request	2005 Adopted	Percent Change
<b>UNCLASSIFIED EXPENSES</b>											
CONTRACTUAL SERVICES											
LANDFILL MONITORING	01.198.0000.5219	0	0	0	0	0	0	0	0	29,200	
SERVICES & CHARGES											
SPECIAL ASSESSMENTS	01.198.0000.5417	0	0	0	0	0	0	0	0	0	
PENALTIES & INTEREST	01.198.0000.5492	0	57	0	0	0	0	0	0	0	
Sub-total		0	57	0	0	0	0	0	0	0	
FIXED CHARGES											
PROPERTY TAXES WRITTEN OFF	01.198.0000.5542	0	97	0	0	0	0	0	0	0	
BANK FEES	01.998.0000.5691	0	0	0	0	0	0	0	0	0	
CONTRIBUTIONS AND AWARDS											
UNEMPLOYMENT	01.198.0000.5158	1,665	9,297			0	0	0	0	0	
REFUNDED PROPERTY TAXES	01.198.0000.5543	2,369	1,026	0	2,500	0	0	0	0	0	
CLAIMS	01.198.0000.5731	0	45,313	5,000	5,000	5,000	5,000	5,000	0	0	
GRAND TOTAL UNCLASSIFIED		4,034	55,790	5,000	7,500	5,000	5,000	5,000	0	29,200	484.0%
<b>CONTINGENCY</b>											
RESTRICTED											
OTHER	01.199.0000.5110	0		345,000	345,000	345,000	167,000	0		70,000	
UNEMPLOYMENT	01.199.0000.5158	0	0	0	0	0					
Sub-total		0	0	345,000	345,000	0	167,000	0		70,000	-79.7%
UNRESTRICTED											
UNRESTRICTED				180,000	156,791	0	180,000	180,000	80,000	80,000	
Sub-total		0	0	180,000	156,791	0	180,000	180,000	80,000	80,000	
GRAND TOTAL CONTINGENCY		0	0	525,000	501,791	0	347,000	180,000	80,000	150,000	-71.4%
<b>TOTAL GENERAL GOVERNMENT</b>											
General Fund		\$2,069,034	\$2,293,560	\$2,945,257	\$2,918,057	\$2,382,732	\$2,796,517	\$2,829,961	\$2,516,070	\$2,637,312	-10.5%
Capital Outlay Fund		\$65,153	\$71,287	\$57,825	\$57,825	\$57,825	\$57,825	\$96,850	\$71,850	\$71,850	24.3%
Equipment Revolving Fund		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	